



Confidential - Application for Support Post

Please complete in black ink in clear handwriting or type. All sections of the form must be completed.

Form with fields: Position applied for, Name of School, Closing date, How did you hear about this vacancy?

PERSONAL DETAILS

Form with fields: Surname, First Name(s), Address, Preferred style of address, Former Name, Date of birth, NI No., Tel, Mobile, Email

ENTITLEMENT TO WORK IN THE UK

Form with question: All applicants will be asked at interview to provide documentary evidence of their right to work in the UK. Do you have any restrictions that apply to you? Yes No

CURRENT OR MOST RECENT EMPLOYMENT

Form with fields: Name of Employer or School or Local Authority, Address of School or Local Authority, Post Code, Telephone Number, Position Held, State if Permanent/Temporary/Acting/Supply, Date appointed, End Date (if applicable), Date free to begin work

Reason for leaving this post (if applicable):

Please give a brief description of the main duties of this post:

**PREVIOUS EMPLOYMENT**

Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment; training or education since leaving secondary education.

Name and address of employer:	Position Held	From Month/Year	To Month/Year	Reason for Leaving

*We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied - please attach a separate sheet if necessary*

**GAPS IN EMPLOYMENT**

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

Dates From:	Dates to:	Reason

**Education in Chronological Order (From age 14 in date order)**

Please give details of your education and any qualifications obtained with most recent first. This should include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

Name of Schools, colleges or universities attended	From	To	Qualifications and grades awarded

**OTHER PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP**

You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation. Please list most recent award first.

College or Department of Education Attended (with dates)	FT / PT	Qualifications and Grades Achieved	Date Awarded

**IN-SERVICE COURSES AND ADDITIONAL ACHIEVEMENTS**

(i.e. Swimming awards, music certificates, coaching awards etc.). You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

Title of Training Programme/Course	Date	Awarding Body

**ADDITIONAL INFORMATION**

Have you previously received a redundancy payment or a pensions from a Local Authority or Teachers' Pensions?	Yes		No	
---	-----	--	----	--

If yes, please state employer's name and the month/year that the payment or pension started:

Have you ever been dismissed or resigned from any previous employment as a result of capability, safeguarding, child protection or other issues?	Yes		No	
--	-----	--	----	--

Have you been the subject of a formal disciplinary sanction or are you in the process of on-going disciplinary proceedings in your current employment?	Yes		No	
--	-----	--	----	--

If yes, please indicate which employment and specify the reasons for your dismissal (use a separate sheet if necessary).

**RESTRICTIONS**

Canvassing LGB Governors and/or members of the MNSP Trust directly or indirectly will disqualify the candidate for any appointment. Any applicant who is found on appointment to have made a false declaration will, if appointed, be liable to dismissal without notice

Are you related to any LGB Governor/member of the MNSP Trust?	Yes		No	
---	-----	--	----	--

If you have answered yes, please give full details below:

**DECLARATION OF INTEREST / CODE OF CONDUCT**

Employees must not allow personal and/or private interests to influence their conduct as employees. In particular, all applicants (and existing employees) are required to inform the Governing Body if they have any other current employment and also if they, their partner or close relatives have an interest in a private enterprise that may represent a conflict of interest. If the Council/Governing Body considers that there is a conflict of interest (as a result of information disclosed) you will not be considered for employment. Non-disclosure of a possible conflict of interest could also result in any employment being terminated.

Please detail any such information below. Important: Even if you have nothing to declare, please indicate this by writing "None" in the space below. (Should you require more space to write, please continue on a separate sheet of paper)

<b>SIGNED:</b>		<b>DATE:</b>	
----------------	--	--------------	--

**CRIMINAL CONVICTIONS AND SAFEGUARDING DECLARATION**

Enhanced Disclosure and Barring Service Check:

This appointment is exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure Certificate in accordance with the requirements of the Disclosure and Barring Service and the Police Act 1997. You must declare all convictions (including convictions with Absolute Discharge), cautions or bind-overs you may have, even if they would otherwise be regarded as "Spent" under this Act. In the event of employment, failure to disclose a conviction, caution or bind-over could result in dismissal or disciplinary action by the Authority and possible referral to the Police.

Have you ever been convicted of a criminal offence (including Absolute Discharge) or been given a caution; Reprimand; warning or bind-over?	Yes		No	
---	-----	--	----	--

Are you currently the subject of any police investigations following allegations made against you?	Yes		No	
--	-----	--	----	--

If yes, please attach details in a sealed envelope marked confidential with your name and post applied for on the front of the sealed envelope and hand this in with your application form or bring this with you to interview.

<b>SIGNED:</b>		<b>DATE:</b>	
----------------	--	--------------	--

**Safeguarding Declaration:**

I declare that:

- I am not barred or disqualified from working with vulnerable groups, children or young people
- I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.

**SIGNED:**

**DATE:**

**SUPPORTING STATEMENT**

Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection. No assumptions will be made about your experience.

Please describe below how your experience, skills and knowledge, meet the criteria for the post as described in the person specification. Make sure you address all the criteria on the person specification. *(Please continue on next page if necessary)*

**DECLARATION**

I declare that the information I have provided in this Application Form is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the Council/Governing Body shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.

<b>SIGNED:</b>		<b>PRINT NAME:</b>	
<b>DATE:</b>		<b>WHERE AN APPLICATION HAS BEEN SUBMITTED ELECTRONICALLY THE SUCCESSFUL APPLICANT WILL BE ASKED TO SIGN AND DATE ANY DECLARATION MADE</b>	

**REFERENCES**

References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives, friends or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. If the employment was within a school, the reference must be written by the Head Teacher. We reserve the right to ask you for further referees or contact previous employers if necessary.

1	REFEREE DETAILS	2	REFEREE DETAILS
<b>Name:</b>		<b>Name:</b>	
<b>Position in organisation (if applicable)</b>		<b>Position in organisation (if applicable)</b>	
<b>Relationship to Applicant:</b>		<b>Relationship to Applicant:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Postcode:</b>		<b>Postcode:</b>	
<b>Email:</b>		<b>Email:</b>	
<b>Telephone Number:</b>		<b>Telephone Number:</b>	
<b>Name by which you were known to your referee(s) if different from now</b>		<b>Name by which you were known to your referee(s) if different from now</b>	

Safer Recruitment in Education Guidance advises it is best practice to obtain references for shortlisted candidates prior to interview.

<b>May we contact your present employer if you are shortlisted?</b>	<b>Yes</b>		<b>No</b>	
---	------------	--	-----------	--

If you have indicated NO above, please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment.

**SUPPORTING STATEMENT – CONTINUED:**